NASA ONLINE DIRECTIVES INFORMATION SYSTEM (NODIS) II
Version 2.2

USER AND OPERATIONS GUIDEBOOK (UOG)

Version 2.0 (Revision a)

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For

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I. INTRODUCTION

THE NASA ONLINE DIRECTIVES INFORMATION SYSTEM (NODIS II)

The NASA Online Directives Information System (NODIS II) is a Wide Area Information Server (WAIS)/World Wide Web (WWW) Internet application that consists of two parts, i.e., the Management System and the Library. The Management System automates the coordination/concurrence and approval aspects of the Directives Review process. There are approximately 50 Headquarters and Center Directives Managers who use the Management System to process directives. The NASA community and casual users access the Library to conduct full text search and retrieval of NASA Policy Directives (NPDs), a NASA Procedure and Guidelines (NPGs), and a NASA Policy Charters (NPCs). The Library is also available to the global Internet community.

NODIS II migrates the PC-based NODIS (dbase III+/Clipper) application with the mainframe Library (ADABAS database/NATURAL Document Management) application providing users with a graphical user interface (GUI) across multiple platforms. The PC-based NODIS application, developed as the NODIS II Management System, was originally designed to manage the directives system including the concurrence, clearance, approval, and archival processes. The mainframe NODIS Library was developed to provide the Agency with easy access to current NASA directives.

The PC-based NODIS application is a management tool used specifically by the Management Systems and Analysis Team and the Directives Managers for the life-cycle processing of directives. The Library is a full-text/HTML retrieval system available worldwide via the Internet.

The Directives Managers user interface to the NODIS II Management System will be via a restricted World Wide Web interface. Secured access will be provided to menu selections and their associated forms and data. Access to the Management System processes will be controlled on an individual basis. Access to the NODIS II Library information will be public.

NODIS II uses Sybase, a relational database management system, with access to and use of SQL (Structured Query Language) commands for system development. Separate databases use different categories of directives, e.g., draft versus final.

The system provides the following:

a.   A complete integration of the PC-based NODIS and the NODIS Library applications to achieve a single point of entry available Agency-wide.
b.   A cross-platform TCP/IP (Transmission Control Protocol/Internet Protocol) application with a GUI interface providing access to PCs, MACs, and other workstation clients.

c.   A capability to create, view, edit, store, and print on demand compound documents.

d.   A document management system and standards for the electronic concurrence process, to include Headquarters and Centers, for the management, concurrence, clearance and approval of new and revised directives.

e.   Provide NASA Center Directives Managers with access to their own data and capability to have menus and processes tailored to their Center.

f.   Conversion of text-based documents using HTML (Hypertext Markup Language) tags.

g.   Accommodation of processing of Headquarters directives.

h.   Ability to standardize using preformatted templates for directives.

i.   Capability to create and maintain HTML directives with embedded hyperlinks.

j.   Electronic concurrence function verifying concurrent official's signature approval.

The NODIS II application resides on a dedicated, configuration controlled server workstation located at NASA Headquarters. Users located at NASA Headquarters and the Centers will access the server via a Web page interface.

The NODIS II User and Operations Guide addresses the steps required to initiate, create, and coordinate a NASA Policy Directive (NPD), a NASA Procedures and Guidelines (NPG), and a NASA Policy Charter (NPC) using NODIS II.

This Guide is arranged, for the most part, in the order that the processes appear within the application. The exception is the NODIS II Library. Since the Library virtually exists as a separate application available to the global Internet community, the Library section of this guide is reserved for after all of the NASA internal processes descriptions.

Requirements

The preferred minimum requirements to run NODIS II are:

1)   IBM compatible 386DX PC or Apple Macintosh
2)   8 megabytes of memory
3)   Mouse
4)   Color Monitor
5)   Netscape 2.01 or higher
6)   Internet connection

Directives Management System (DMS) users also require an FTP (File Transfer Protocol) client, an HTML or ASCII text editor, and E-mail capabilities. This Users and Operations Guide assumes that the DMS users are already familiar with these programs.

Access to the DMS is restricted by Internet Protocol (IP) address. The DMS user's IP address must be registered with the NASA Domain Name Server (DNS). If an authorized user cannot access the DMS, he or she may call their local Help Desk for IP registration information.

Users accessing the NODIS II Library (public) need only a Web Browser without concern of their IP address.

General Information

There are several aspects of NODIS II in which a user must be familiar with before attempting to navigate the application.   This section goes into detail about these aspects as well as providing helpful hints in using the system effectively.

Roles and Responsibilities (Overview)

NASA titles play key roles during various stages of the directives process. The titles and their roles are as follows:

- **Originator/Directives Managers** - Create, edit, and view directives, use notification and review forms, and process final approval signature packages.

- **Agencywide Directives Manager -** Code JM, NODIS Administrators.

- **Division Directors** - View directives, create review forms, concur/sign the Form 184 - Directive Request Summary Form.

- **Officials in Charge** - View directives, review forms, approve the Form 184 - Directives Review Form, and concur and sign the Form 117 - Action Document Summary.

- **Reviewers** - View directives and create, complete, and submit review forms.

Management System

The Management System has the capability to create, view, comment, approve, and print **directives in process**. The purpose of the NODIS II Management System is to provide a paperless capability to create and process draft directives, i.e., Policies, Procedures and Guidelines, and Charters. Once directives pass through the approval cycle and are approved, they are moved into the NODIS II Directives Library.

The NODIS II Management System functions are outlined as follows:

- **Initiation.** This function is for the creation of the initial document.
- **NASA Officials Review.** This function is for official document review and edit.
- **Library.** This function is for document viewing from within the Directives Library.

Figure 1 below shows the main HTML interface to the NODIS II DMS.   The table is arranged in the basic order of the NASA Directives processes. This hyperlink table is used to conduct each

process by simply clicking on the process that is to be performed. Upon initiation of each process, a form or menu will appear on the screen. Each form or menu will lead the user through each step of the process.

Initiation	NASA Official Review	Library
Submit NASA Directive Request Summary (NHQ Form 184)	Summary of Actions Report	Directives Library
Build Directive	Review/Comment Forms	View Document History
Process NASA Directive Request Summary (NHQ Form 184)	Edit Directive	Directives Status Reports
	Process Action Document Summary (NHQ Form 117)	Original NODIS Map Screen
	Final Approvals	Color Code Key

Figure 1 - The NODIS II DMS main interface.

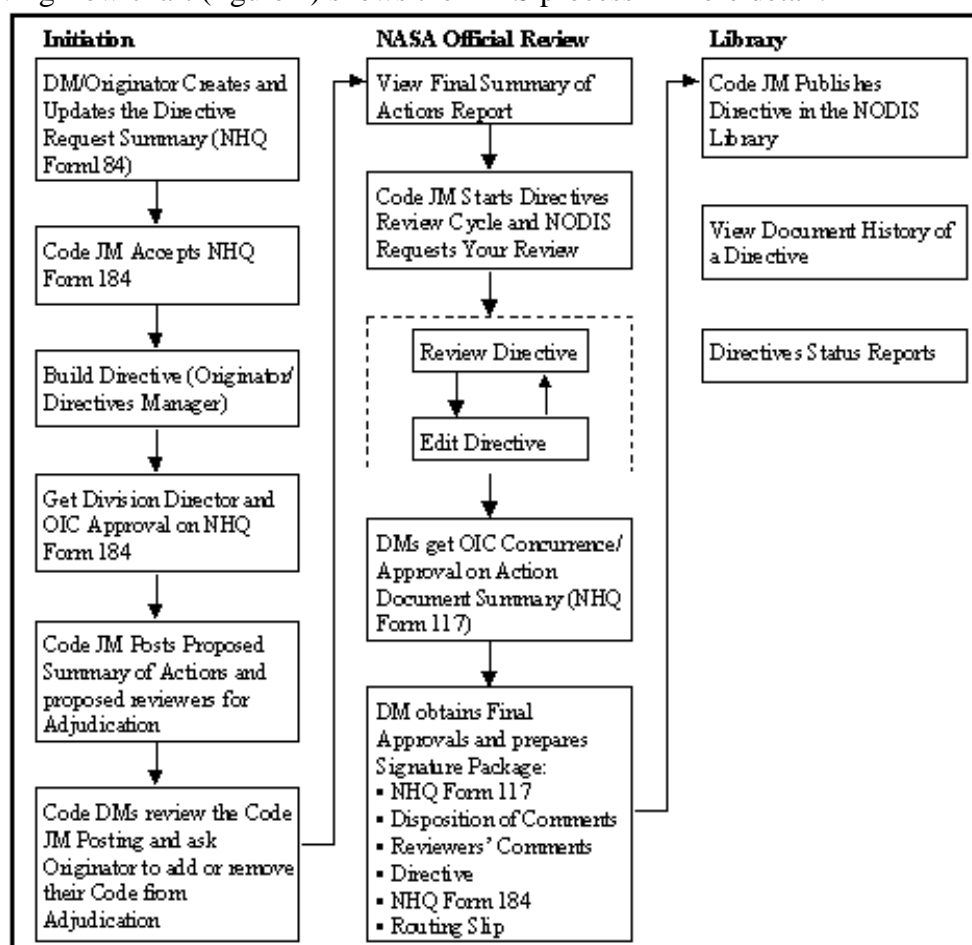The following flow chart (figure 2) shows the DMS process in more detail.

Figure 2: The Directives Process

4

Directives Library

The NODIS II Directives Library contains **NASA's current, approved policy and procedural directives**. Anyone needing to review NASA polices can request, view, and print this information.

The NODIS II library provides quick access to NASA's Policy Directives (NPD's) {formerly NASA Management Instructions (NMI's)}, NASA's Procedures & Guidelines (NPG's) {formerly NASA Handbooks (NHB's)} and NASA's Policy Charters (NPC's.)

*See **Chapter VII** for detailed information on using the Directives Library.*

Passwords

Throughout NODIS II, the system utilizes passwords for validating Division Director and Official-In-Charge Signature Entries. These passwords are issued and controlled by Code JM. Users should contact Cynthia Washington at (703) 358-2276 or June Flickinger at (703) 358-2876 for questions regarding password access.

Printing

Printing is done exclusively through the users web browser. Throughout the application, the user is provided with a "Print" option within each of the forms. This option initiates the form to display the directive information in a way that allows the web browser to print a copy of the directive alone. All references to text boxes and buttons will disappear leaving only formatted text accompanied by the NASA logo.

Help and Support

There are several avenues for users to pursue with regards to seeking support in using the NODIS II application.

HELP Desk

The HELP Desk is responsible for logging trouble tickets for services and referring problems to the technical support staff. Technical problems with NODIS II should be reported to the NASA Headquarters HELP Desk by calling 202-358-HELP.

Phone Support

Any questions regarding use of the application software, or understanding the Directives Management process should contact Cynthia Washington at (703) 358-2276 or June Flickinger at (703) 358-2876.

Training

Training is available upon request to prospective NODIS II users. For training information, contact June Flickinger, at 202-358-2876 or by email: June.Flickinger@hq.nasa.gov.

Additional References

For additional information on NODIS II, reference the Online User Guides from within the NODIS II application.

You may also obtain a hardcopy set from Code JM. In addition, there are Training Guides available as reference material.

Connecting to NODIS II

To connect to the NODIS II application, you must first start the web browser (eg. Netscape). Once started, go to the top menu bar and select the 'File' option and choose 'Open Location'. Type in the Uniform Resource Locator (URL) for the Main Menu of the NODIS II Application. The URL is as follows:

http://nodis.hq.nasa.gov/Nodis1.1/Welcome

Once the main NODIS II homepage appears, the user has the option of entering either the Directives Management System, or the NODIS Library. Also located on this front page are links to some helpful online resources related to NODIS II.

Data Input

Data Entry Fields

On each electronic form within NODIS II, there are areas in which information is to be keyed. There are different types of data areas with which you must become familiar. These include: push buttons, list boxes, radio buttons, single line text fields, and text box fields.

Each NODIS II form has a section called "**Choose An Operation**" which contains a list of the available operations for that form. These operations include such items as Create, Update, Print Preview, Search, and Send E-mail.

Radio Buttons - To choose an operation, click on the selected option with the mouse and the option becomes highlighted. Once this is done, make any additional entries necessary to complete your transaction.

○ Create a 184 Form for a New Directive.
○ Search for a Directive.
◉ Retrieve a Directive - After filling in the Directive Number.
○ Print Preview Form.

Push Buttons - click on the button with the mouse to activate it.

| Submit Selected Operation | Reset Form to Original Values |

 "Submit Selected Operation" sends your request to the remote computer and "Reset Form to Original Values" removes any changes that were made to the form. In order to perform any operations (including updates, etc.), you must <u>always</u> click on the "Submit the Selected Operation" button.

List Boxes - click on the box to bring forward the list contained within the box. Then click on a single item in the list.

Example:

Center		Center		Center
Agencywide ▼		Agencywide ▼		HQ ▼
		Agencywide		
		ARC		
		DFRC		
		GSFC		
		HQ		

Single line text fields - click on the field, making sure that your cursor is positioned at the beginning of the field, and begin typing text into it.

```
4. DIRECTIVE SUBJECT: (A value MUST be entered for this field.)
```

Box text fields - click on the field, making sure that your cursor is positioned at the beginning of the field. Begin typing until you get to the far right-hand side of the box where you must hit <Enter> to continue typing on the next line. You can continue to type without hitting <Enter>, but you will have to scroll using the arrows at the bottom of the box in order to see the information you have typed. There are no word-wrap capabilities available in this system. This is a Web Browser limitation.

```
8. PURPOSE AND JUSTIFICATION FOR NEW/REVISED DIRECTIVE:
```

Additional Information

Date fields - please enter all dates in the format (First three characters of month name, Two digit day, Four digit year [see example below]) including spaces.

```
JAN 25 1996
```

Phone number fields - please enter phone numbers in the following format:

```
XXX-XXX-XXXX
```
 (including dash)

Help - Each form contains question mark push buttons beside each field. 🔲 When depressed, help information is displayed pertaining to the particular field that is next to it. To return to the form you are currently working on, you must choose the "Back" key in your web Browser.

Directives Categories

The following Subject-Classification Codes uniquely identify each directive.

    1000-1999; Organization and Administration
    2000-2999; Legal Policies
    3000-3999; Human Resources and Personnel
    4000-4999; Property, Supply and Equipment
    5000-5999; Procurement, Small Business and Industrial Relations
    6000-6999; Transportation
    7000-7999; Program Formulation
    8000-8999; Program Management
    9000-9799; Financial Management
    9800-9999; Audits and Investigations

Users should contact Cynthia Washington at (703) 358-2276 or June Flickinger at (703) 358-2876 in Code JM for questions regarding directive categories.

II. INITIATION

The purpose of the Initiation Phase is to provide for the initial steps in the creation and development of the directives processes.

Submit NASA Directive Request Summary (NHQ Form 184)

The 184 Form (Directives Review) is the first step in submitting a draft directive through the system. The application generates a unique directive number when the 184 Form is submitted. The Agency Directives Manager then verifies the unique directive number and electronically notifies the originator to build directive.

Following is the Web site view of the electronic 184 Form.

2. STATUS:

Initiation ▼ [?]

3. DIRECTIVE CATEGORY: (A value MUST be chosen for this field.)

Unassigned ▼ [?]

4. DIRECTIVE SUBJECT: (A value MUST be entered for this field.)

[   ] [?]
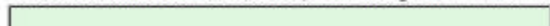
5. DIRECTIVE ORIGINATOR: (First initial and last name MUST be entered for this field.)

[   ] [?]
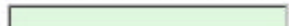
6a. RESPONSIBLE OFFICE CODE: (A value MUST be entered for this field.)

[   ] [?]

6b. RESPONSIBLE OFFICE NAME: (This entry will be filled in automatically.)

[   ] [?]
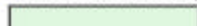
6c. DIVISION DIRECTOR'S SIGNATURE: (This entry will be filled in through the Signature Form.)

[   ] [?]

6d. DATE: (This entry will be filled in through the Signature Form.)

[   ] [?]

7a. TELEPHONE NO. (e.g., 301-358-2222):

[   ] [?]

7b. EMAIL ADDRESS: (A value MUST be entered for this field.)

[   ] [?]
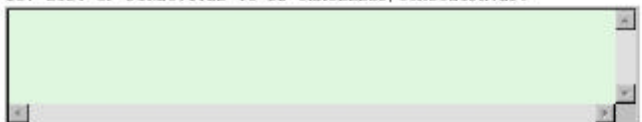
8. PURPOSE AND JUSTIFICATION FOR NEW/REVISED DIRECTIVE:

[   ] [?]
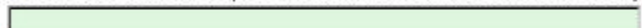
9. LIST SIGNIFICANT CHANGES IF THIS IS A REVISED DIRECTIVE:

[   ] [?]

10. LIST OF DIRECTIVES TO BE CANCELLED/CONSOLIDATED:

[   ] [?]

11. NUMBER OF PAGES OF PROPOSED DIRECTIVE:

[   ] [?]

A description of each field on the 184 Form follows.

Choose an Operation
In the area in the beginning of each form is a list of choices. Once a choice is selected, you must click on the **Submit the Selected Operation button** in order to perform the function. Following is a list of those choices and what they mean.

> **Create Form**
> This function allows you to add a new Directive. Enter all the information into the appropriate fields. To save this information you must click your mouse on the **Submit Selected Operation** button.
>
> **Search for a Directive**
> Enter the values required for the search and click the **Submit Selected Operation** button to perform the search. The system will return a list of directives. Highlight the Directive you want and click on Retrieve the Record. Once you do this, the Directive appears and all data entry items will automatically be filled in.
>
> **Retrieve a Directive - After Filling in the Directive Number**
> Enter information into the appropriate field. Once you do this, click on the **Submit the Selected Operation** button to perform the search. The system will return a list of directives. Choose one.   The data entry items will automatically be

filled in. Change any item necessary on the form. . Save the changes by selecting Update Form and then click the **Submit the Selected Operation** button.

Update the Directive
This feature allows changes to be made to the data that is currently in the form. Make changes to the appropriate fields. Save your changes by clicking the **Submit Selected Operation** button.

Print Preview Form
This feature allows you to produce a formatted copy of the current form on which you are working before sending it to the printer. To perform the "Print Preview" function, you must click on the **Submit Selected Operation** button.

Directive Number
Refers to the directive number which uniquely identifies the directive. There are five parts to a Directive Number: Center, Type, Class, Serial, and Suffix. Definitions for the five parts follow:

Center - refers to the NASA center (including HQ) or Agency-wide.
Type - refers to the type of directive - policy or procedure.
Class - refers to the classification code. A listing of class numbers including their subject descriptions is available
Serial - refers to the serial number of the directive (or DRAFT if the directive is a draft).
Suffix - refers to the change number (up to 12 digits and/or characters) of the directive.

Status
Refers to where a directive is in the directives coordination approval process. There are four options: Initiation, Directives Review Teams, NASA Officials Review, and Publishing.

Directive Category
Refers to the type of revision to a new or existing directive. There are four options: New Directive, Major Change, Minor Change, and Page Change.   A value must be chosen in order to properly save the form.

Directive Subject
Refers to the subject of the directive. A value must be entered in order to properly save the form.

Directive Originator
Refers to the individual who initiated the directive. A value must be entered in order to properly save the form. The format should be first initial and last name (ex: J. Smith).

Responsible Office Code
Refers to the NASA code responsible for the directive. A value must be entered to properly save the form.

Responsible Office Name
Refers to the official organizational title of the NASA office responsible for the directive. This entry will be filled in automatically once the form has been properly submitted.

Telephone Number
Refers to the telephone number of the originator of the directive. Enter the telephone number as follows: 999-999-9999.

E-mail Address
Refers to the e-mail address of the originator of the directive.

Purpose and Justification for new/revised directive
Refers to the reason for the need of the new/revised directive. To be able to view text easily, enter a hard return at the end of each line within the constraints of the window size.

List significant changes if this is a revised directive
Refers to the overview of significant changes to a revised directive. To be able to view text easily, enter a hard return at the end of each line within the constraints of the window size.

List of directives to be canceled/consolidated
Refers to those directives that are to be canceled out of the directive system and replaced by the current directive.

Number of pages of proposed directive
Refers to the number of proposed pages of the directive.

List NASA offices/centers impacted
Refers to the NASA HQ offices and centers that may be impacted by this directive. To be able to view text easily, enter a hard return at the end of each line within the constraints of the window size. IMPORTANT: Do not enter any punctuation at the end of an entry of office codes. Place a comma between each office code without any spaces (ex: G, W, Z, JM).

Recommend coordination
Refers to the offices that need to review and coordinate on the proposed directive. Specify only the single letter mail code. IMPORTANT: Do not enter any punctuation at the end of an entry of office codes. Place a comma between each office code without any spaces (ex: G, W, Z, JM).

Suggested approval signature for directive
Refers to the suggested signature authority of the proposed directive. Use the position title of the individual chosen.

Name and title of Requesting Official-in-Charge
Refers to the name and title of the official responsible for the proposed directive.

Signature of Requesting Official in Charge
Refers to the OIC (official-in-charge) responsible for the proposed directive. The format should be first initial and last name (ex: J. Smith).

Date
Refers to the date of the last modification to the directive form. This entry will be filled in automatically once the form has been properly submitted.

Password
Refers to the password used to provide security access on updates to the proposed directive. The value of this password is user defined and case-sensitive.

Build Directive

The purpose of **Build Directives** is to provide forms to create and edit Policies and Procedures. Users may type the directive text directly into the online NPD or NPC form. If a draft of the directive is available in an application such as MS Word, text cut and pasted directly into the on-line NODIS II form. However, the directive may have to be reformatted once it is in the system.

Directives

Pick a menu option:

🔴 Edit Policy Directives
🔴 Edit Procedures and Guidelines
🔴 Edit Policy Charters

🔴 Retrieve the MS Word version of Procedures and Guidelines (if available)

An outline of the selections is as follows:

      Edit Policy: The online form used to build/edit a Policy Directive.
      Edit Procedure: The online form used to build/edit a Procedure Directive.
      Edit Policy Charters: The online form used to build/edit a Policy Charter.

Since the creation and concurrence of NASA Procedures and Guidelines require some

offline processes (ie. they are created in MS Word), an option to download the Word Document is available here by clicking on **"Retrieve the MS Word version of Procedures and Guidelines (if available)"**.

Edit Policy Directives

The "Edit Policy Directives" form is used both for creating and editing NASA Policy Directives (NPGs). By clicking on the "Edit Policy Directives" link, you are able to recall a directive that was created during the submission of the NHQ 184 form. The steps for recalling the directive are as follows:

Retrieving a Directive

Click "Search for a Directive" under "Choose an Operation."
Type directive number under "Class." If the "Class" field is left blank, NODIS will list all of the directives in existence in numeric order.
Under "Choose a Record," highlight the desired directive by clicking on it once.

Once the "Edit Policy Directive" form appears with the requested directive information, users are able to begin building the directive by typing directly into the form. Once all data has been entered, *__the "Submit" button must be pressed to save the information__*. Once saved, users may then select the print option to format the form for printing. Hard copies can only be generated by using the web browser's print capabilities.

On the Following page is a capture of the "Edit Policy Directives" fill form followed by a description of each data input field.

NASA Policy Directive

Choose An Operation and Enter any Values on which to Base the Search. [?]

- ⦿ Search for a Directive.
- ○ Retrieve a Directive - After filling in the Directive Number.

[Submit Selected Operation] [Reset Form to Original Values]

DIRECTIVE NUMBER: [?]

Center	Type	Class	Serial	Suffix
Agencywid ▼	Policy Directive ▼			

RESPONSIBLE OFFICE: [____] / [_____] [?]

SUBJECT: [_____] [?]

AGENDA DATE: [_____] [?]

1. POLICY

[text area] [?]

2. APPLICABILITY

[text area] [?]

3. AUTHORITY

[text area] [?]

4. REFERENCES

[text box with scrollbar] [?]

5. RESPONSIBILITY

[text box with scrollbar] [?]

6. DELEGATION OF AUTHORITY

[text box with scrollbar] [?]

7. MEASUREMENTS

[text box with scrollbar] [?]

8. CANCELLATION

[text box with scrollbar] [?]

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ADMINISTRATOR

```
ATTACHMENT A:
 (TEXT)
```



```
(URL for Graphic)
```



```
Distribution:
       NODIS
```

[Submit Selected Operation]   [Reset Form to Original Values]

Choose an Operation

Below are the two choices available and their definitions. Once a choice is selected, click on the **Submit Selected Operation** button in order to perform the function

> **Search for a Directive -**
> Enter the values needed to perform the search and click on the **Submit the Selected Operation** button to search. The system will return a list of directives. Highlight the one you are looking for and click on the **Retrieve the Record** button. Once the directive appears on screen, make changes to any of the items. Save the changes by selecting **Update a Directive** and then click the **Submit Selected Operation button**.

> **Retrieve a Directive - After Filling in the Directive Number -**
> Enter the Class, Serial, and Suffix of the directive you want to build/edit. Your directive appears immediately ready for data entry. Save the changes, by selecting **Update a Directive** and then click the **Submit Selected Operation** button.

Directive Number

Refers to the directive number which uniquely identifies the directive. There are five parts to a Directive Number: Center, Type, Class, Serial, and Suffix. Definitions for the five areas are as follows:

> **Center** - refers to the NASA center (including HQ) or Agency-wide.
> **Type** - refers to the type of directive - policy or procedure.
> **Class** - refers to the classification code. A listing of class numbers including their
>   subject descriptions is available.

> **Serial** - refers to the serial number of the directive (or DRAFT if the directive is a draft).
>
> **Suffix** - refers to the change number (up to 12 digits and/or characters) of the directive.

Responsible Office
Refers to the NASA code letter/title responsible for the directive.

Subject
Refers to the title of the directive. This value is filled in automatically

Agenda Date
Refers to the Directive Review Meeting Agenda date.

1. Policy
Refers to the policy being established or identified by the proposed directive.

2. Applicability
Refers to the NASA Centers impacted by the proposed directive.

3. Authority
Refers to the basic authority for issuing the proposed directive.

4. References
Refers to the list of proposed references for the proposed directive.

5. Responsibility
Refers to the list of responsibilities as identified in the proposed directive.

6. Delegation of Authority
Refers to the authority referenced by the proposed directive.

7. Measurements
Refers to the metrics used to measure performance trends of the proposed directive.

8. Cancellation
Refers to the directives being canceled and replaced by the proposed directive.

Attachment A:
Text: Refers to the attached document. URL**:** Refers to the URL address of the attachment.

URL for Graphic
Here, a URL can be entered that will allow the viewer of the final directive to hyperlink to another web page on the internet. Usually, a related document existing elsewhere on another NASA or Federal Government homepage.

Edit Procedure

When "Edit Procedure" is clicked, the user will get the following message:

"Editing NPGs is an off-line process.
Please call Code JM at 358-2266 or 358-2276
for procedures to create/edit NPGs.

To obtain a MS Word version of a NPG
if one is available, click here. "

Edit Policy Charter

The "Edit Policy Charter" form is used both for creating and editing NASA Policy Charters (NPCs). By clicking on the "Edit Policy Charters" link, you are able to recall a charter that was created during the submission of the NHQ 184 form. The steps for recalling the directive are the same as for a **Policy Directive** as described above**.**

Below is a capture of the "Edit Policy Charter" fill form followed by a description of each data input field.

1. PURPOSE

[ ]

2. APPLICABILITY/SCOPE

[ ]

3. AUTHORITY

[ ]

4. ESTABLISHMENT

[ ]

5. FUNCTIONS

[ ]

6. MEMBERSHIP

[ ]

7. MEETINGS

8. DURATION

9. CANCELLATION

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ADMINISTRATOR

ATTACHMENT A:
(TEXT)

(URL for Graphic)

Distribution:
   NODIS

| Submit Selected Operation | Reset Form to Original Values |

Choose an Operation
Below are the two choices available and their definitions. Once a choice is selected, click the **Submit Selected Operation** button in order to perform the function.

> **Search for a Directive -**
> Enter the values required for the search and click the **Submit the Selected Operation** button to perform the search. The system will return a list of directives. Highlight your choice from the list and click on the **Retrieve the**

Record button. Once the directive appears on screen, make changes to any of the items. Save the changes by selecting **Update a Directive** and then click the **Submit Selected Operation button**.

Retrieve a Directive - After Filling in the Directive Number -
Enter the Class, Serial, and Suffix of the directive you want to build/edit. Your directive appears immediately ready for data entry. Save the changes by selecting **Update a Directive** and then click the **Submit Selected Operation** button.

Directive Number
Refers to the directive number which uniquely identifies the directive. There are five parts to a Directive Number, which are: Center, Type, Class, Serial, and Suffix. Definitions for the five are as follows:

>   **Center** - refers to the NASA center (including HQ) or Agency-wide.
>   **Type** - refers to the type of directive - policy or procedure.
>   **Class** - refers to the classification code. A listing of class numbers including their subject descriptions is available.
>   **Serial** - Refers to the serial number of the directive (or DRAFT if the directive is a draft).
>   **Suffix** - Refers to the change number (up to 12 digits and/or characters) of the directive.

Responsible Office
Refers to the NASA code letter/title responsible for the directive.

Subject
Refers to the title of the directive. This value is filled in automatically

Agenda Date
Refers to the Directive Review Meeting Agenda date.

1. Purpose
Refers to the purpose being established or identified by the proposed directive.

2. Applicability/Scope
Refers to the NASA Centers impacted by the proposed directive.

3. Authority
Refers to the basic authority for issuing the proposed directive.

4. Establishment
Refers to the establishment referenced for the proposed directive.

5. Functions
Refers to the list of functions as identified in the proposed directive.

6. Membership
Refers to the membership referenced by the proposed directive.

7. Meetings
Refers to the meetings for the proposed directive.

8. Duration
Refers to the duration of the proposed directive.

9. Cancellation
Refers to the directives being canceled and replaced by the proposed directive.
(Example: NMI 12345.12 dated January 11, 1990).

Attachment A:
Text: Refers to the attached document. URL**:** Refers to the URL address of the
attachment.

URL for Graphic
Here, a URL can be entered that will allow the viewer of the final directive to hyperlink to
another web page on the internet. Usually, a related document existing elsewhere on
another NASA or Federal Government homepage.

Retrieve the MS Word version of Procedures and Guidelines

This form is to be used to search for/recall a NASA Procedure and Guidelines document
that is stored in NODIS II in Microsoft Word format.

Below is a screen capture of the search form followed by a brief description of its use.

Choose an Operation
Below are the two choices available and their definitions. Once a choice is selected, click the **Submit Selected Operation** button in order to perform the function.

Search for a Directive -
Enter the values required for the search and click the **Submit the Selected Operation** button to perform the search. The system will return a list of directives. Highlight the one you are looking for and click on the **Retrieve the Record** button. Once the directive appears on screen, make changes to any of the items. Save the changes by selecting **Update a Directive** and then click the **Submit Selected Operation button**.

Retrieve a Directive - After Filling in the Directive Number -
Enter the Class, Serial, and Suffix of the directive you want to build/edit. Your directive appears immediately ready for data entry. Save the changes by selecting **Update a Directive** and then click the **Submit Selected Operation** button.

Directive Number
Refers to the directive number which uniquely identifies the directive. There are five parts to a Directive Number: Center, Type, Class, Serial, and Suffix. Definitions for the five parts follow:

Center - refers to the NASA center (including HQ) or Agency-wide.
Type - refers to the type of directive - policy or procedure.
Class - refers to the classification code. A listing of class numbers including their subject descriptions is available.
Serial - Refers to the serial number of the directive (or DRAFT if the directive is a draft).
Suffix - Refers to the change number (up to 12 digits and/or characters) of the directive.

Directive Subject
Refers to the title of the directive. This value is filled in automatically.

*NOTE: Once this form is submitted, you will be informed if the directive you entered has a MS Word document associated with it. If it does, you will see a hyperlink that will allow you to download the document.

Process NASA Directive Request Summary
(NHQ Form 184)

Once a directive has been informally reviewed and edited, it is ready to enter the NASA Official Review process.

The **Originator** notifies the **Directives Manager** that the Form 184 is ready for concurrence/signature.

The Directives Manager notifies the **Division Director** that the Form 184 is ready for concurrence.

The Division Director approves and signs the NASA Form 184 using the signature form.

The Division Director or the Directives Manager notifies the **Official-in-Charge (OIC)** that the NASA Form 184 is ready for his or her signature.

The OIC uses a signature form to sign the Form 184.

NODIS automatically notifies **Code JM** via e-mail when the Form 184 has been signed by the OIC.

Code JM reviews the documentation and enters a **Directives Review Meeting** agenda date on the Form 184.

Below is the menu for processing the NASA Directive Request Summary (NHQ Form 184). From this menu, users can retrieve, review, and update the 184 Form. This menu also has links to several of the notification features prevalent within NODIS II.

Process NASA Directive Request Summary (NHQ Form 184)

Pick a menu option:

🔴 Overview

Update NASA Directive Request Summary (NHQ Form 184):

🔴 Update Directive Request Summary (Originator & Directives Manager)

NASA Directives Manager Check:

🔴 Notify Directives Manager (Originator)

Division Director Approval:

🔴 Notify Division Director (Directives Manager)
🔴 Signature Form (NASA Division Director)
🔴 Edit a Division Director's Comments

Official-in-Charge Approval:

🔴 Check Division Director Signatures (Directives Manager)
🔴 Notify Official-in-Charge (Directives Manager)
🔴 Signature Form (NASA Official-in-Charge)

Adjudication:

🔴 [Proposed Summary Of Actions for the Next Directives Review Meeting](#)
🔴 [Notify Originator to Add/Remove Your Code (Directives Manager)](#)

Update Directive Request Summary (Originator & Directives Manager)

See the "Edit Policy Directives/Charters" section of "Build Directives" earlier in this chapter.

Notify Directives Manager (by Originator)

From this menu, a user can enter a NASA Responsible Office Code and retrieve a list of the directives currently awaiting concurrence for that code. The Originator then notifies the Directives Manager that a 184 Form is ready to be checked and processed.

NASA Code:

[ ] [?]

Directive Subject:

[   ] [?]

Originator:

[   ] [?]

From (Originator Email):

[   ] [?]

To (Directives Manager Email):

[   ]

To (Directives Manager Email):

[   ]

CC (Add additional Email Addresses):

[   ] [?]

Message:

```
The above Directive ID requires your signature
in order to be accepted as a New Draft/Revision
in development.
```
[?]

[Submit Selected Operation]   [Reset Form to Original Values]

Choose an Operation

Search for a Directive
Enter the values for the search. Click the **Submit the Selected Operation** button
to perform the search. The system will return a list of directives. Choose one and
click the **Retrieve the Record** button. Changes may then be made to any of these
items. Save the changes by selecting **Update Form** and then click the **Submit
the Selected Operation** button.

Retrieve a Directive - After filling in the Directive Number
If the exact directive number is known, enter information into the appropriate
fields. The system will recall the directive. Changes may then be made to any of
these items. Save the changes by selecting **Update Form** and then click the
Submit the Selected Operation button.

Send E-Mail - After Filling the Appropriate Values Below
Enter appropriate e-mail addresses to send messages via e-mail. To send e-mail messages click the Submit button.

Print Preview Form
This feature allows you to prepare the displayed output for spooling to a local printer. To finalize the print preview, click the **Submit the Selected Operation** button.

Directive Number

Refers to the directive number which uniquely identifies the directive. There are five parts to a Directive Number: : Center, Type, Class, Serial, and Suffix. Definitions for the five areas follow:

> **Center** - refers to the NASA center (including HQ) or Agency-wide.
> **Type** - refers to the type of directive - policies or procedures and guidelines or charters.
> **Class** - refers to the classification code. See listing of Subject-Classification Codes.
> **Serial** - Refers to the serial number of the directive (or DRAFT if the directive is a draft).
> **Suffix** - Refers to the change number (up to 12 digits and/or characters) of the directive.

NASA Code
Refers to the NASA Code of the directive. This value is automatically filled in.

Directive Subject
Refers to the subject of the directive. This value is automatically filled in.

Originator
Refers to the individual who initiated the directive. A value is automatically filled in.

From:
Refers to the e-mail address of the individual sending the notification.

To:
Refers to the e-mail address of the individual who will receive notification of review concerning the proposed directive.

CC:
Refers to the e-mail address of one or more individuals who may be interested in receiving information about the proposed directive.

Message:

Refers to the status about the proposed directive.

The **Submit Selected Operation** button **must** be pressed for e-mail to be sent.

Notify Division Director (Directives Manager)

From this menu, a user can enter a NASA Responsible Office Code and retrieve a list of the directives currently awaiting concurrence for that code. The Directives Manager then notifies the Division Director that a directive is awaiting concurrence and signature approval.

Choose An Operation

> **Send E-Mail - After Filling the Appropriate Values Below**
> Enter appropriate e-mail addresses to send messages via e-mail. To send e-mail messages click on the Submit button.
>
> **Print Preview Form**
> This feature allows you to prepare the displayed output for spooling to a local printer. To finalize the print preview, click on the **Submit the Selected Operation** button.

Directive Number

Refers to the directive number, which uniquely identifies the directive. There are five parts to a Directive Number: Center, Type, Class, Serial, and Suffix. Definitions for the five areas follow.
> :
> **Center** - refers to the NASA center (including HQ) or Agency-wide.
> **Type** - refers to the type of directive - policies or procedures and guidelines or charters.
> **Class** - refers to the classification code. See listing of Subject-Classification Codes.
> **Suffix** - Refers to the change number (up to 12 digits and/or characters) of the directive.

Division Director Code
Refers to the NASA Code of the directive. This value is automatically filled in.

Directive Subject
Refers to the subject of the directive. This value is automatically filled in.

Originator
Refers to the individual who initiated the directive. A value is automatically filled in.

From:
Refers to the e-mail address of the individual sending the notification.

To:
Refers to the e-mail address of the individual who will receive notification of review concerning the proposed directive.

CC:
Refers to the e-mail address of one or more individuals who may be interested in receiving information about the proposed directive.

Message:
Refers to the status about the proposed directive.

The **Submit Selected Operation** button **must** be pressed for e-mail to be sent.

Signature Form (NASA Division Director)

From this menu, a user can enter a NASA Responsible Office Code and retrieve a list of the directives currently awaiting concurrence for that code.   Once a particular directive is retrieved, the Division Director enters his or her password as a signature concurrence that the directive is now ready for the review cycle.

Division Director's Directive Request Summary Signature Form

Enter your Signature Password in the box below marked 'Password' and press submit to indicate your acceptance of the Directive shown in the Directive ID box below.
No other action is needed in order to electronically sign the document.

[Submit your Signature]

1. Password:

[   ]

2. DIRECTIVE NUMBER:

Center	Type	Class	Serial	Suffix
Agencywide ▼	Policy Directive ▼	8400	DRAF	1

3. Directive Subject:

Management of Facilities Maintenance

4. Comments:

[   ]

[Retrieve the Directive Request Summary (184) Form]

Edit a Division Director's Comments

Update a Division Director's Comment 🔲

[Submit] [Reset]

Choose An Operation to be Performed on the Directive. 🔲
- ⦿ Update a Comment - After Changing Appropriate Values Below
- ○ Print Preview Form

1. DIRECTIVE NUMBER: 🔲

Center	Type	Class	Serial	Suffix
Agencywide ▾	Policy Directive ▾			

2. Code:
[ ]

3. Subject:
[ ]

4. Comments:
[ ]

Password: [ ]

[Submit] [Reset]

Choose An Operation

> **Search for a Comment**
> Enter the values for the search. The Class and Serial fields must both be populated in order to find a match. Once you do this, click the **Submit** button to perform the search. The system will return a list of directives. Choose one. Once you do this, the data entry items will automatically be filled in. Make the required changes to any of these items. Save the changes by selecting **Update Form** and then click the **Submit** button.

> **Retrieve a Comment - After filling in the Directive Number**
> Enter information into the appropriate field. Click the **Submit** button to perform the search. Once you do this, the data entry items will automatically be filled in. Make required changes to any of these items. Save changes by selecting **Update Form** and then click the **Submit** button.

Directive Number
Refers to the directive number which uniquely identifies the directive. There are five parts to a Directive Number: ,: Center, Type, Class, Serial, and Suffix. Definitions for the five areas follow.

> **Center** - refers to the NASA center (including HQ) or Agency-wide.
> **Type** - refers to the type of directive - policies or procedures and guidelines or charters.
> **Class** - refers to the classification code. See listing of Subject-Classification Codes.
> **Serial** - Refers to the serial number of the directive (or DRAFT if the directive is a draft).
> **Suffix** - Refers to the change number (up to 12 digits and/or characters) of the directive.

Code
Refers to the NASA Code of the directive. This value is automatically filled in.

Subject
Refers to the actual Comment. A value must be entered in order to properly save the form.

Password
Refers to the password used for user authentication (Note: this entry is "Case Sensitive".)

Check Division Director Signatures (Directives Manager)

This form can be used to track the Division Directors' Signatures on the Directive Request Summary (NHQ 184 Form). For some sponsoring codes, this may be multiple signatures while for others it may be only the signature of the Division Director for the Responsible Office Code appearing in that field on the 184 Form. The Directives Manager can obtain a list of all who have signed in order to be sure that all Division Directors who should have approved the Form have done so before notifying their OIC that they can give their final approval to the Directive Request Summary. Which Division Directors should sign the Form is an internal decision made by each sponsoring code and in some cases no signatures may be required at all.

After typing in the Responsible Office Code and pressing **Retrieve List,** a list of directives will appear. Select a directive from the list and click **Retrieve the Record**.

From this screen, the signature form can be formatted for print to a local printer.

Check Division Director Signatures [?]

Choose An Operation to be Performed on the Directive. [?]

○ **Print Preview Form**

| Submit Selected Operation | Reset Form to Original Values |

Directive Number: [?]

Center	Type	Class	Serial	Suffix
Agencywide ▾	Policy Directive ▾			

Directive Subject:

[   ] [?]

Originator:

[   ] [?]

Division Directors' Signatures*:

Code	Signature	Date

* An empty table indicates that no Division Directors have signed this document as yet.
For some documents this may in fact be appropriate, depending on the policy of the office
that is sponsoring the directive.

Retrieve the Division Directors' Comments

| Submit Selected Operation | Reset Form to Original Values |

Notify Official-in-Charge (Directives Manager)

The Directives Manager notifies the Official-in-Charge that a directive is awaiting concurrence and signature approval.

Signature Form (NASA Official-in-Charge)

This form allows the NASA OIC to sign the directive. The signature is based on the OIC's password. The following form is displayed after the user submits the code he or she is responsible for.

OIC's Directive Request Summary Signature Form

Enter your Signature Password in the box below marked 'Password' and
press the button marked 'Submit your Signature' to indicate your acceptance
of the Directive shown in the Directive ID box below.
No other action is needed in order to electronically sign the document.

Submit your Signature

1. Password:

2. Code:

3. DIRECTIVE NUMBER:

Center	Type	Class	Serial	Suffix
Agencywide	Policy Directive			

4. Directive Subject:

5. Division Directors' Signatures*:

Code	Signature	Date

* An empty table indicates that no Division Directors have signed this document as yet.
For some documents this may in fact be appropriate, depending on the policy of the office
that is sponsoring the directive.

Retrieve the Division Directors' Comments

Proposed Summary Of Actions for the Next Directives Review Meeting

This is where users can view reports of directives currently awaiting to be reviewed at the next Directives Review Meeting. The reports are broken down into three categories:

> Directives With Major Revisions
> Directives With Minor Revisions
> New Directives

This page also offers a Proposed Summary of Actions Report called **Summary Of Actions**. This report shows the results of the most recent Directives Review meeting.

In order to update dates for these reports, manual editing of the report links must be performed. (See Editing NODIS II HTML Files in the section **V NODIS II Management Processes**.)

Notify Originator to Add/Remove Your Code (Directives Manager)

If a reviewer feels that they should, or should not participate in the review process of a directive, this form allows them to make their sentiments known.

Notify Originator to Add/Remove Your Code (Directives Manager)

Choose An Operation to be Performed on the Directive.

○ Search for a Directive.
○ Retrieve a Directive - After filling in the Directive Number.

Submit Selected Operation	Reset Form to Original Values

Directive Number:

Center	Type	Class	Serial	Suffix
Agencywide	Policy Directive			

NASA Code:

Directive Subject:

Submit Selected Operation	Reset Form to Original Values

III. NASA OFFICIAL REVIEW

The purpose of the NASA Official Review is to provide for the review, concurrence, and ultimately, the final approval of a NASA directive.

Summary of Actions Report

To determine the need for each directive, identify the NASA organizations required to coordinate on the directive, and assign dates for the coordination process, Directives Review Cycle reports are posted within the NODIS II application.

An outline of the Review Cycle reports is as follows:

> **Next Review Cycle**: The purpose of the Next Review Cycle is to provide the Summary of Actions Report of the next Directives Review Cycle.

> **Past Review Cycles**: The purpose of the Past Review Cycles is to provide the Summary of Actions Reports of the past Directives Review Cycles.

> **Past Review Meetings**: The purpose of the Past Review Meetings is to provide the agendas of the past Directives Review meetings.

Review/Comment Forms

The purpose of the Review/Comments Forms is to provide forms to Review Policies, Procedures and Guidelines, and Policy Charters.

> **View Directives -** From this menu, Reviewers and Directives Managers view and print the directives.

> **Directives Manager's Review Form** - The reviewers and originators review the package on the Web by filling in comments into the online review form.

> **Originator's Review Form** - The reviewers and originators review the package on the Web by filling in comments into the online review form.

Notify Originator (by Directives Manager) - The Directives Manager sends an e-mail message to the Originator of the directive package that comments are in the online review form.

Notify Directives Manager (by Originator) - The Originator of a directive package sends an e-mail message to the Directives Manager in response to comments and questions entered into the online review form by the Directives Manager.

Edit Directive

The following menu is available under the NASA Official Review section to allow updated during and after the review process. Instructions for using these forms are available in the **Build Directive** section under **Chapter II: Initiation**.

Directives

Pick a menu option:

🔴 **Edit Policy Directives**
🔴 **Edit Procedures and Guidelines**
🔴 **Edit Policy Charters**

🔴 **Retrieve the MS Word version of Procedures and Guidelines (if available)**

Process Action Document Summary (NHQ Form 117)

When the Form 184 is created, like fields in the Form 117 are filled in automatically. Use the "Update Directive - After Changing the Appropriate Values" command in "Choose an

The purpose of the Process Action Document Summary (NHQ Form 117) is to provide an online form for processing the NASA 117 Form.

Update Action Document Summary (NHQ Form 117):

The following form is used to update fields in the Action Document Summary (NHQ Form 117). Note that once a directive is recalled into this form, the form will include a list of concurrences listed by Responsible Office Code.

Action Document Summary (NHQ Form 117)
(with Official Concurrences)

* The values in the fields below which are marked with an asterisk (*) are filled in through other forms and can not be modified through this form. They are read-only.

Choose An Operation and Enter any Values on which to Base the Search.

○ Search for a Directive.
○ Retrieve a Directive - After filling in the Directive Number.

[Submit Selected Operation]   [Reset Form to Original Values]

1. DIRECTIVE NUMBER:

Center	Type	Class	Serial	Suffix
Agencywide ▼	Policy Directive ▼			

2a. SUSPENSE DATE:*

2b. AGENDA DATE:*

3. DIRECTIVE SUBJECT:*

4. CONCURRENCES SECTION:
Will be filled in when a document is retrieved.

5. NAME OF ACTION OFFICER:*

CODE:*

TELEPHONE NUMBER:*

6. QUALITY CHECK:

TELEPHONE NUMBER:

7. SUMMARY:

Listed below is a description of each field found in the 184 Form.

Choose an Operation

In the area in the beginning of each form is a list of choices. Once a choice is selected, click the **Submit the Selected Operation button** in order to perform the function. Following is a list of choices and their meaning.

> **Search for a Directive**
> Enter the values required for the search and click the **Submit Selected Operation** button to perform the search. The system will return a list of directives. Highlight the Directive and click **Retrieve the Record button**. The Directive appears and all data entry items will automatically be filled in.

> **Retrieve a Directive - After Filling in the Directive Number**
> If you know the exact number of the directive, enter information into the appropriate fields. Click the **Submit the Selected Operation** button to recall the directive. The directive will then populate the 117 form *with Official Concurrences*. You may then make changes to any of these items. Save the changes by selecting **Update Form** and then click the **Submit the Selected Operation** button.

Directive Number
Refers to the directive number which uniquely identifies the directive. There are five parts to a Directive Number: Center, Type, Class, Serial, and Suffix. Definitions for the five areas follow:

> **Center** - refers to the NASA center (including HQ) or Agency-wide.
> **Type** - refers to the type of directive - policy or procedure.
> **Class** - refers to the classification code. A listing of class numbers including their subject descriptions is available.
> **Serial** - refers to the serial number of the directive (or DRAFT if the directive is a draft).
> **Suffix** - refers to the change number (up to 12 digits and/or characters) of the directive.

Suspense Date
Refers to the day the proposed directive is due back to the Agency Directives Manager.

Agenda Date
Refers to the Directive Review Meeting Agenda date.

Directive Subject
Refers to the subject of the directive. A value must be entered in order to properly save the form.

Name of Action Officer
Refers to the name of the individual submitting the proposed directive.

> *Code*
> Refers to the responsible office of the individual submitting the proposed directive.

> *Telephone Number*
> Refers to the telephone number of the administrative support person performing the quality control check.

Quality Check
Refers to the quality control check performed by the administrative support person.

> *Telephone Number*
> Refers to the telephone number of the administrative support person performing the quality control check.

Summary

Refers to the significant changes in the proposed directive and/or reasons for creating a new directive or revising a directive.

Special Instructions
Reserved for any special instructions.

SUBMITTED BY:

Name
Refers to the name of the official-in-charge submitting the proposed directives for the concurrence process. The format should be first initial and last name (ex: J. Smith). This value is automatically filled in when the 184 Form is approved.

Code
Refers to the responsible office or organization code of the official-in-charge. This value is automatically filled in when the 184 Form is approved.

Telephone
Refers to the telephone number of the official-in-charge.

E-mail Address
Refers to the e-mail address of the person submitting the proposed directive.

COORDINATING OIC SIGNATURE:

Signature
Refers to the signature of the official-in-charge submitting the proposed directive. This value is automatically filled in when the 184 Form is approved.

Date
Refers to the date when the proposed directive is submitted for concurrence/review. This value is automatically filled in when the 184 Form is approved.

Official-in-Charge Concurrence:

Notify Official-in-Charge

Here, the Directives Manager notifies the Official-in-Charge that a directive is awaiting concurrence and signature approval.

(*See "Notify Official-in-Charge" under Chapter II: **Initiation***)

Directive Concurrence (NASA Official-in-Charge)

The NASA Official-in-Charge of an office that is concurring on a directive approves the Final Directive by using this signature form.

After entering a Responsible Office Code, the NASA OIC can select a directive and sign it by entering his or her password.

OIC's Action Document Summary Concurrence Form

Enter your Signature Password in the box below marked 'Password'
and press the button marked 'Submit your Signature' to indicate
your concurrence on the Directive shown in the Directive ID box.
No other action is needed in order to electronically concur on the document.

[Submit your Signature]

1. Password:

[   ]

2. Code:

[XX]

3. DIRECTIVE NUMBER:

Center	Type	Class	Serial	Suffix
Agencywide ▼	Policy Charter ▼	0000	00E	

4. Directive Subject:

[Directive Subject]

[Retrieve the Directive Request Summary (184) Form]

[Retrieve the Review Form]

[Retrieve the NASA Policy Charter]

Official-in-Charge Approval:

Notify Official-in-Charge (Directives Manager)

Here again, the Directives Manager notifies the Official-in-Charge that a directive is awaiting concurrence and signature approval.

(*See "Notify Official-in-Charge" under Chapter II: **Initiation***)

Signature Form

The NASA Official-in-Charge of the office that is sponsoring the directive certifies that the directive has attained the office's Final Approval and has been accepted as an official NASA Document.

The OIC enters the Responsible Office Code for the directive he or she is signing. A list of directives for that code will appear. Once the directive is selected, a populated " OIC's Action Document Summary Signature Form" will appear. Submitting the signature requires use of the OIC's password.

OIC's Action Document Summary Signature Form

Enter your Signature Password in the box below marked 'Password' and press the button marked 'Submit your Signature' to indicate your acceptance of the Directive shown in the Directive ID box below.
No other action is needed in order to electronically sign the document.

[Submit your Signature]

1. Password:
[*********]

2. Code:
[XX]

3. DIRECTIVE NUMBER:

Center	Type	Class	Serial	Suffix
Agencywide ▼	Policy Directive ▼	0000	0X	

4. Directive Subject:
[NASA Directive Subject]

[Retrieve the Directive Request Summary (184) Form]

[Retrieve the Action Document Summary (117) Form]

[Retrieve the NASA Policy Directive]

Final Approvals

The purpose of Final Approvals is to allow for the final concurrence before a directive becomes official. This process is executed by creating a "Signature Package" for manual signature by the OIC's and/or the NASA Administrator.

Signature Package:

Signature Reports

A Signature package is assembled and forwarded to the approving official for concurrence and approval signature. The Signature Package is comprised of the following materials: the NPD, NPG, or NPC, the Action Document Summary (NHQ Form 117), a Directive Review Form Report, the NASA Directive Request Summary (NHQ FORM 184) , and a Routing Slip.

To initiate a Signature Package, the user must first retrieve the directive from the "Directives Signature Reports" form.

Once a Directive is selected, a "Signature Reports" menu will be displayed. This menu will allow for the following options necessary for creating a complete Signature Package.

> **Policy Directive** - This is the complete directive in a printable format. From here, the directive can be printed to a local printer.

> **Action Document Summary (NHQ Form 117)** - This page displays all pertinent information regarding names, NASA Codes, and the dates related to reviewers and their concurrence of the selected directive

> **Directive Review Form Report (Report of all Review Comments and Originator's Responses)** - This page displays names, phone numbers, and e-mail addresses for all the reviewers of the selected directive, as well as, their comments.

NASA Directive Request Summary (NHQ Form 184) - This page displays all of the information found in the directive's 184 Form. For more information on the NHQ 184 Form, see Chapter II. Initiation.

Routing Slip Form - This is and electronic version of the green NASA Routing Form (NASA Form 26)

IV. OFFICIAL-IN-CHARGE MENU

The NODIS II application has menu exclusively designed for the Official-in-Charge.   This menu is basically a collection of steps within the NODIS II application collected into one menu for quick access by an OIC.

Use of this menu requires the user to possess an Official-In-Charge password. For password information, see the *Password* section under "General Information" in **Chapter I. Introduction**.

All of the functions collected in this menu have been explained previously in Chapters II and III. Listed below are the functions available within this menu with instructions on to where they are described earlier in this guide..

The URL of the OIC menu is:

http://nodis.hq.nasa.gov/Nodis1.1/Executive.html

Initiate Directive Approval Process

(NASA Directive Request Summary, NHQ Form 184)

🔴 [Signature Form](#) for the NASA Official-in-Charge of the office that is sponsoring the directive. This signature releases a directive to begin the Official Directive Review Process. (*See "Signature Form (NASA Official-in-Charge) under* **Official-in-Charge** *in Chapter II. INITIATION.*)

Final Directive/Concurrence Approval Process

(Action Document Summary, NHQ Form 117)

(See "Official-in-Charge Approval" under **Process NASA Directive Request Summary** *in Chapter III. NASA OFFICIAL REVIEW for information on the following three signature forms.*)

Reviewing Office Concurrence:

🔴 Signature Form for the NASA Official-in-Charge of an office that is concurring on a directive.

Sponsoring Office Approval:

🔴 Signature Form for the NASA Official-in-Charge of the office that is sponsoring the directive. This signature certifies that the directive has been properly coordinated and releases it for signing by the approving official.

Procedures and Guidelines Final Approval:

🔴 Signature Form for the NASA Official-in-Charge of the office that is sponsoring the Procedures and Guidelines. This signature certifies that the directive has attained the office's Final Approval and has been accepted as an official NASA Document.

OIC's Action Document Summary Signature Form

Enter your Signature Password in the box below marked 'Password' and press the button marked 'Submit your Signature' to indicate your acceptance of the Directive shown in the Directive ID box below.
No other action is needed in order to electronically sign the document.

    Submit your Signature

1. Password:
    [********]
2. Code:
    [XX]

3. DIRECTIVE NUMBER:

Center	Type	Class	Serial	Suffix
Agencywide ▼	Policy Directive ▼	0000	0X	

4. Directive Subject:
[NASA Directive Subject]

    Retrieve the Directive Request Summary (184) Form

    Retrieve the Action Document Summary (117) Form

    Retrieve the NASA Policy Directive

Signature form for Policy Directive

V. CODE G MENU

The NODIS II application has menu exclusively designed for the Office of the General Counsel (Code G). This menu is comprised of several processes within the NODIS II application. This menu was designed to allow a user to view output from every step of the directive cycle for one particular directive.

For example, Code G personnel can view the 184 form, the 117 form and all of the reviewers comments for the currently selected directive from one form.

All of the functions collected in this menu have been explained previously in Chapters II and III. Below is a screen capture of the Code G menu after a directive has been selected, followed by the functions available within this menu with instructions on to where they are described earlier in this guide (*in italics*).

The URL of the Code G menu is:

http://nodis.hq.nasa.gov/Nodis1.1/CodeG.html

Code G Work Form

1. DIRECTIVE NUMBER:

Center	Type	Class	Serial	Suffix
Agencywide	Policy Directive			

2. Directive Subject:

3. Responsible Office:

4. Directive Originator:

5. Accepted for Review: (If 'Yes', Review forms exist for this Directive)
Yes

6. Coordinating Offices:

Retrieve the Directive Request Summary (184) Form

Retrieve Directives Request Summary (184 Form): exhibits the Directives Request Summary Form. This option allows the "edit/view" of the 184 Form. *("Process NASA Directive Request Summary (NHQ Form 184)" under **Chapter II. Initiation**)*

Retrieve Action Document Summary (117 Form): displays the Action Document Summary Form. This option allows the "edit/view" of the 117 Form. *("Action Document Summary (NHQ Form 117)" under **Chapter III NASA Official Review**)*

Retrieve NASA Policy Directive: brings up the directive text information. This option allows the "edit/view" of the NPD Form. *("Build Directive" under **Chapter II. Initiation**)*

Retrieve All Reviews for this Directive: will allow the viewing of all Reviews completed for the specified directive.

Retrieve the Review Form (as a Reviewer): will display "only" the Review done by Code G. This option allows the "edit/view" of the Review Form. If Code G is a reviewer, they should be listed above in the Coordinating Offices box (box 6). If not, then there will be no review form available. *("Directives Manager's Review Form" under **Chapter III NASA official Review**)*

Retrieve the Review Form (as an Originator): will exhibit "only" the Review done by the Originator. The NASA Code prompt may be any of the valid NASA Codes listed in Block 6 of this form. This option allows the "edit/view" of a review as the Originator. For example, they can retrieve a review for any of the codes in the Coordinating Offices box and edit it as the Originator if they are the Originating office, or they can view the individual review if they are not. *("Originator's Review Form" under **Chapter III NASA Official Review**)*

Retrieve Reviewing Directives Manager Notification Form: is for sending e-mail notices whereby Code G notifies the Reviewing Directives Manager that comments are ready to be checked and processed. The NASA Code prompt may be any of the valid

NASA Codes listed in box 6 of this form. This option provides a notification form to the DM for one of the codes listed in the Coordinating Offices box. This should be a convenience in obtaining the relevant name & Email address (since it is tracked in the database) rather their having to look it up elsewhere. *("Notify Directives Manager (by Originator)" under **Chapter II. Initiation**)*

Retrieve Originating Directives Manager Notification Form: is for sending e-mail notices whereby Code G notifies the Originating Directives Manager that comments are ready to be checked and processed. This option provides a notification form to the DM in the Directive's Originating Code. *("Notify Originator (by Directives Manager)" under **Chapter III NASA Official Review**)*

Retrieve Directive's Originator Notification Form: is to send e-mail notices whereby Code G notifies the Directive's Originator that comments are ready to be checked and processed. This option provides a notification form with the Directive's Originator's info filled in.

NOTE: The 3 Review-Related buttons will appear only if the 'Accepted for Review' flag is 'Yes'.

VI. MANAGEMENT PROCESSES

The NODIS II Administrators have a large role in the Directives Process. Most of the administrator functions can be accessed through the NODIS II Management Processes Menu. Some of these processes have been mentioned previously in this document

Below is the NODIS II Administrator's Menu located at:

NODIS II Management Processes

Processing Directives:

New/Modified Features for Version 2.2:

- Move MS Word Document from FTP Area to DMA
- Sign Directive
- Process Document Record
- Retrieve Archived Agencywide Policies, Charters and Procedures
- Retrieve MS Word Version of a Cancelled (Archived) Procedure

Unmodified Features from Version 2.1:

- Accept a NASA Directive Request Summary (NHQ Form 184)
- Process NASA Directive Request Summary (NHQ Form 184)(Long Form)
- Notify Originator Form
- Notify Directives Manager
- Notify Directives Managers - Adjudication
- Notify Directives Managers - Adjudication with Email Anchor in Message
- Responsible Offices Maintenance Form
- Signatures Maintenance Form
- Directives Review Cycle
- Directive Signature Release
- Suggestions Form

Federal Register Notices:

- Create/Update Federal Register Notices
- Remove Federal Register Notices

Record Maintenance:

- Perform Maintenance Operations on Database Records

View Directives:

- View Directives (including Published Directives no longer available to Public)

Specialized Reports:

- Directives Status Reports
- Standard Report Tools (Currently under construction)
- Ad Hoc Reports (Currently under construction)

Processing Directives:

Move MS Word Document from FTP Area to DMA

This form is used by a NODIS Administrator to place an NPG that is in MS Word format, into the DMS. This Word Document will be made available to the reviewers throughout every stem of the concurrence process.

The first step in placing a Word Document into NODIS requires that the NODIS Administrator FTP the document into a designated directory residing on the NODIS machine. The directory is called "ftp-area" and is immediately available once the user has logged on using the NODIS Administrator's account and password.

Once the document is in the "ftp-area" directory on the NODIS box, populate the following search form to recall the NPG to which it will be associated with.

Once the directive is selected, a populated search form will appear. This time, the form will contain a text box that requires the *exact* filename of the Word document that was sent to the "ftp-area".

Move MS Word Version from FTP Area [?]

| Submit | Reset |

Choose An Operation and Fill in the Appropriate Column Values Below.

Move the File to the Word Archive ▾ [?]

1. DIRECTIVE NUMBER: [?]

Center	Type	Class	Serial	Suffix
Agencywide ▾	Procedures/Guidelines ▾	0000	0X	

2. DIRECTIVE SUBJECT:
Moving an MS Word Document into the DMS [?]
3. FILE NAME IN FTP AREA:
filename.doc

After the filename has been entered, click on the **Submit** button. If all of the steps have been done correctly, the user will receive the following message:

"***The file transfer was successful!***
The file "filename.doc" has been removed from the FTP area."

*NOTE: The NODIS II application automatically renames the word document to conform to a pre specified naming convention. Once this process has occurred, the file is removed from the "FTP-area".

Sign Directive

It is from this form, that the NASA Administrator's signature concurrence is entered into the directive, thus completing the directive cycle and sending the official NASA directive to the NODIS II Library.

Currently, this function is executed by Code JM upon receipt of the hard-copy signature package complete with the NASA Administrators personal signature.

Once this function is processed, email is generated and sent to the directive's originator informing him/her that the directive has been signed.

The following page contains a capture of the NASA Administrator's Signature Form:

NASA Administrator's Signature Form

Enter your Signature Password in the box below marked 'Password' and press the button marked 'Submit your Signature' to indicate your acceptance of the Directive shown in the Directive ID box below.
No other action is needed in order to electronically sign the document.

[Submit your Signature]

1. Password:
[   ]

2. Date*:
[   ]

3. DIRECTIVE NUMBER:

Center	Type	Class	Serial	Suffix
Agencywide ▼	Policy Directive ▼	[ ]	[ ]	[ ]

4. STATUS:
[NASA Officials Review ▼]
Initiation
Directives Review Teams
NASA Officials Review
Publishing
Unassigned

5. DIRECTIVE CATEGORY:
[Minor Change to Existing Directive ▼]

6. DIRECTIVE SUBJECT:
[   ]

7a. DIRECTIVE ORIGINATOR:
[   ]

7b. TELEPHONE NO.
[   ]

7c. EMAIL ADDRESS:
[   ]

8. PURPOSE AND JUSTIFICATION FOR NEW/REVISED DIRECTIVE:
[   ]

* Please remember to use the format 'mmm dd yyyy' or 'mmm dd yy'
when entering date values. Examples are
Sep 17 1996
Jul 2 1996

NOTE: This signature form cannot be executed until the Directive Signature Release function has been initiated. (*See "Directives Signature Release" later in this chapter*.)

Process Document Record

 A NODIS Administrator can make many key changes to the directives in the Process Document Record. Most important is this menu's ability to cancel documents in the Library. This menu also allows the Library to keep track of canceled documents by providing a link to the document that canceled it or the document it is canceling.

Below is a capture of the Process Document Record form. After a directive is recalled, changes to the fields may be made. After changes are complete, the **Submit** button must be click for the information to be updated/saved.

Process Document Record ⓘ

[Submit] [Reset]

Choose An Operation and Fill in the Appropriate Column Values Below.

[Search for Value 1 and Value 2 and ... ▼] ⓘ

Directive Number: ⓘ

Center	Type	Class	Serial	Suffix
Agencywide ▼	Policy Directive ▼			

Directive Subject:
[   ] ⓘ

Responsible Code: [   ] ⓘ

Planned Action: [Unassigned ▼] ⓘ   Planned Action Date: [   ] ⓘ

Draft In Process: [Unassigned ▼] ⓘ   JPL Lab Flag: [Unassigned ▼] ⓘ

Effective Date: [   ] ⓘ   Expiration Date: [   ] ⓘ

Revised Exp. Date: [   ] ⓘ

Distribution List: [Unassigned ▼] ⓘ   Distribution Date: [   ] ⓘ

Accession Date: [   ] ⓘ   Accession Number: [   ] ⓘ

Storage Location: [   ] ⓘ

Footnote: [Unassigned ▼] ⓘ

Delegation of Authority: [Unassigned ▼] ⓘ
Centers (ARC, DRFC, GSFC, JSC, KSC, LARC, LERC, MSFC, SSC):
[   ] ⓘ

HQ OIC (E.g.: B,C,D,E,F,G,H,I,J,K,L,M,O,P,Q,R,S,U,W,X,Y,Z):
[   ] ⓘ

Directive Status: [Current ▼] ⓘ

Cancellation Notice #: [   ] ⓘ   Cancellation Date: [   ] ⓘ

```
Cancellation_Reason:
```

[text area with scrollbars]

Document Cancelling this Directive (if Cancelled):

Center	Type	Class	Serial	Suffix

Documents Cancelled by this Directive:

Center	Type	Class	Serial	Suffix

[Submit Selected Operation]   [Reset Form to Original Values]

```
* Please remember to use the format 'mmm dd yyyy' or 'mmm dd yy'
when entering date values.  Examples are
Sep 17 1996
Jul 2 1996
```

Choose an Operation

Update Document
This allows you to make changes to the data that is currently in the form. Make changes to the appropriate fields. Save changes by clicking on the **Submit** button.

Print Form
This allows you to send the displayed output of the form to a local printer. To finalize the print preview, click the **Submit** button.

Directive Number
Refers to the directive number which uniquely identifies the directive. There are five parts to a Directive Number: : Center, Type, Class, Serial, and Suffix. Definitions for the five areas follow:

Center - refers to the NASA center (including HQ) or Agency-wide.

Type - refers to the type of directive - policies or procedures and guidelines or charters.

Class - refers to the classification code. See listing of Subject-Classification Codes.

Serial - Refers to the serial number of the directive (or DRAFT if the directive is a draft).

Suffix - Refers to the change number (up to 12 digits and/or characters) of the directive.

Responsible Code
Refers to the NASA Office Code.

Planned Action
Refers to the Planned Action.

Planned Action Date
Refers to the Planned Action Date.

Draft In Process
Refers to the Draft In Process.

JPL Lab Flag
Refers to the JPL Lab Flag.

Effective Date
Refers to the Effective Date.

Expiration Date
Refers to the Expiration Date.

Revised Exp. Date
Refers to the Revised Exp. Date of the directive.

Distribution List
Refers to the Distribution List.

Distribution Date
Refers to the Distribution Date.

Accession Date
Refers to the Accession Date.

Accession Number
Refers to the Accession Number.

Storage Location
Refers to the Storage Location.

Footnote
Allows for a footnote.

Delegation of Authority
Refers to the Delegation of Authority.

Centers
Refers to the Centers. (ARC, DRFC, GSFC, JSC, KSC, LARC, LERC, MSFC, SSC)

HQ OIC
Refers to the HQ OIC.

Directive Status
Refers to the Directive Status.

Cancellation Notice #
Refers to the Cancellation Notice number.

Cancellation Date
Refers to the Cancellation Date.

Retrieve Archived Agency wide Policies, Charters, and Procedures

After a directive has been canceled and removed from the Library, it can be viewed for printing by using this feature.

Simply fill out this form using the canceled directives class, serial, and suffix (if applicable) and click on the **Submit** button.

Once the directive appears, it can be printed to a local printer.

NOTE: This process does **not** reinstate the directive into the NODIS II Library. That process is accomplished by using the **Process Document Record** feature as described above.

Retrieve MS Word Version of a Canceled (Archived) Procedure

This feature allows a NODIS Administrator to obtain an MS Word version of a canceled NPG. By entering the directives class, serial, and suffix (if applicable) into the search form, the administrator can recall the Word document.

NOTE: This process does **not** reinstate the document into the NODIS II Library. That process is accomplished by using the **Process Document Record** feature as described above.

Accept a NASA Directive Request Summary (NHQ Form 184)

This form is the NHQ Form 184 (*see "Submit NASA Directive Request Summary (NHQ Form 184)" under* **Chapter II. Initiation**) with one major exception. The NODIS Administrator uses Box 2 -Accept 184: to acknowledge that the 184 Form has been accepted and that the Originator may now continue the directive process by building their directive (*see "Build Directive" under* **Chapter II. Initiation**). Selecting "Yes" in Box 2 accepts the 184 Form.

When a NODIS Administrator submits this form, email is automatically generated and sent to the Originator informing him or her of its acceptance.

Process NASA Directive Request Summary (NHQ Form 184)(Long Form)

Once the directive has been built and submitted by the Originator, The NODIS Administrator uses this form to create review forms for all of the recommend coordinating office codes that were submitted in Box 13 of the 184 Form. The NODIS Administrator also uses this form to assign the directive an Agenda Date.

Below is a screen capture of the data fields available in this exclusive NODIS Administrators version of the 184 Form:

FOR AGENCY DIRECTIVES MANAGERS ONLY:

RECEIVED DATE*:　　　　　　　　　　　AGENDA DATE*:

COORDINATION DAYS:

SUSPENSE DATE*:　　　　　　　　　　　REVISED SUSPENSE DATE*:

RETURN DATE*:　　　　　　　　　　　　JM APPROVED DATE*:

SIGNATURE APPROVAL DATE*:　　　　　　SIGNATURE APPROVAL CODE:

PRINT REQUISITION:　　　　　　　　　　FOLIOS:

PRINT DATE*:　　　　　　　　　　　　　DAYS OVERDUE:

DISTRIBUTION DATE*:

Notify Originator Form

This notify form is placed in the NODIS Administrators menu to allow the administrator to easily identify an email address for an Originator. By retrieving a directive from this search form, the administrator is provided with a Notify Form that is populated with the email dress of the originator. The administrator can then type an email message in the "Message" box and send email directly from the NODIS II application.

Notify Directives Manager

Like the Notify Originator Form function (listed above), this Notify form is used by the NODIS Administrator to send email to the Directives Manager. This form comes with a pre populated "Message" box that states that the directive has been placed on the agenda for the next Directives Review Meeting. However, the NODIS Administrator can delete this text and type any message for the Directives Manager he or she wishes to send.

The Message box is shown below.

Message:

```
The above Directive ID has been placed on the Agenda
for the Directives Review Meeting on Aug. 30, 1996.
```

Notify Directives Managers - Adjudication

This Notify Form allows for easy access to sending an email to ALL of the Directives managers on file in the "Signature Table" (described below).

This form comes with a pre written message in the "Message" box informing the Directives Managers that submissions for the next Directives Review Cycle are complete. Again, the NODIS Administrator may elect to use this form to send any pertinent information to all of the Directives Managers by deleting the pre written message and typing a unique message

Notify Directives Managers (by JM) 🟢

Choose An Operation to be Performed on the Directive. 🟢

⦿ Send E-mail to all Primary Directives Managers.
○ Print Preview Form

Submit Selected Operation	Reset Form to Original Values

Agenda Date:

🟢

CC (Add additional Email Addresses):

🟢

```
Message:
┌─────────────────────────────────────────────────────────────────┬─┐
│Submissions are complete for the next Directives Review cycle.   │▲│
│                                                                 ├─┤
│Please review the subject of each directive listed on the most current│ │
│Summary of Actions Report to determine whether your organization:│ │
│                                                                 │ │
│a.   should be added to paragraph 13 of the NHQ Form 184         │ │
│     (NASA Directive Request Summary) as a coordinating office.  │ │
│                                                                 │ │
│b.   should be deleted from paragraph 13 of the NHQ Form 184     │ │
│     (NASA Directive Request Summary) as a coordinating office.  │ │
│                                                                 │ │
│c.   has no changes.                                             │ │
│                                                                 │ │
│Please notify the associated Directives Manager of any change your│ │
│organization wishes to make within 5 days of receipt of this message.│ │
│                                                                 │ │
│If you have any questions, please contact June Flickinger at     │ │
│(202) 358-2876 or Cynthia Washington at (202) 358-2276.          │ │
│                                                                 ├─┤
│Thank you for your cooperation                                   │▼│
├◄├──────────────────────────────────────────────────────────┤►├─┘
└─────────────────────────────────────────────────────────────────┘
```

```
┌────────────────────────────┐   ┌────────────────────────────┐
│ Submit Selected Operation  │   │ Reset Form to Original Values │
└────────────────────────────┘   └────────────────────────────┘
```

Notify Directives Managers - Adjudication with Email Anchor in Message

This "Notify" form is used to inform Directives Managers that the directives slated for the next Directives Review Cycle have been identified. The prewritten message (*below*) explains this to the Directives Managers and includes a URL that links to a report that lists all of the directives intended for the next cycle.

The Directives Managers are asked to review the list and determine if they should or should not be involved.

Again, the main difference between this and the Notify Directives Manager form in *Chapter II. Initiation* is that the message box contains a prewritten message with the link to the Proposed Summary of Actions Report. The Message box is shown on the following page.

```
Message:

Submissions are complete for the next Directives Review cycle.

Please review the subject of each directive listed on the most current
Summary of Actions Report to determine whether your organization:

a.   should be added to paragraph 13 of the NHQ Form 184
     (NASA Directive Request Summary) as a coordinating office.

b.   should be deleted from paragraph 13 of the NHQ Form 184
     (NASA Directive Request Summary) as a coordinating office.

c.   has no changes.

Please notify the associated Directives Manager of any change your
organization wishes to make within 5 days of receipt of this message.

To view the current Proposed Summary of Actions Report go to

http://nodis.hq.nasa.gov/Nodis1.1/184_Process/Adjudication/report.html

If you have any questions, please contact June Flickinger at
(202) 358-2876 or Cynthia Washington at (202) 358-2276.

Thank you for your cooperation
```

Responsible Offices Maintenance Form

This form is used to update NASA Office Codes and Titles.

The NODIS Administrator simply types in the Responsible Office Code that he or she wishes to update and click the **Submit** button. A fill form will appear. Once the desired code is retrieved, a populated "Responsible Offices Maintenance Form" will appear with the code's title. The title can be changed or, the code can be deleted altogether.

Responsible Offices Maintenance Form

Submit | Reset

Choose An Operation

Search for Value 1 and Value 2 and ...

Responsible Office Code: A

Responsible Office Name: OFFICE OF THE ADMINISTRATOR

Submit | Reset

In order for any change to become effective, the **Submit** button must be pressed.

Signatures Maintenance Form

The following form is used as an interface to the database within NODIS II that stores information for all of the key role-players. Here, information regarding a codes Directive Manager, Division Director, or Official-in-Charge can be inserted, updated or deleted.

With "Retrieve records" selected in the "Choose an Operation" box, select the role of the person/code that needs updating and click the **Submit** button. A "Signatures Maintenance Form" will appear populated with members names sorted by office code.

The following fields are available for each person within each role:

> *Operation* - Choose from Insert, Update, or Delete*.*
> *Code* - Responsible Office Code
> *P/A* -'**P**' is used for the "**primary**" contact. '**A**' is used for "**alternate**"**.**
> *Manager Name*
> *Manager Phone*
> *Manager Email*
> *Signature Password* - It must be mentioned to the manager that the password is **case sensitive** and the NODIS Administrator should keep this in mind when distributing the password to the manager.
>
> Currently, passwords are assigned with respect to the following guidelines:

aBccc_D

> *Where*   *a = single letter office code (lower case)*
>   *B = arbitrary number (0-9)*
>   *ccc = managers 3 initials (lower case)*
>   *D = arbitrary number (0-9)*

Below is a capture of the Signatures Maintenance Form. After changes are complete, the **Submit** button must be clicked for the information to be updated/saved.

Signatures Maintenance Form

Choose An Operation

Retrieve records

Submit   Reset

Role: Division Directors
Officials-in-Charge
Directives Managers
Division Directors

* P/A : A 'P' indicates the Primary official for the Role; an 'A' indicates an Alternate.

Operation	Code	P/A	Manager Name	Manager Phone	Manager Email	Signature Password

Submit   Reset

Directives Review Cycle

*See "**Summary of Actions Report**" in **Chapter II. Initiation**.*

Directive Signature Release

As an added security feature, NODIS II has been developed with a function that enables and disables any official signatures from taking place. This feature is called "The

From this form, the NODIS administrator retrieves the directive and selects **YES** in Box 2. This will then allow the NASA Administrator Signature (*see "Sign Directive" earlier in this chapter*) or Official-in-Charge signature (*see "Procedures and Guidelines Final Approval" under **Chapter IV. NODIS II Official-in-Charge Menu***) to be initiated.

Suggestions Form

The purpose of this menu item is to allow NODIS Administrators to view customer suggestions that were solicited from users of the NODIS II application.

Located on both the main NODIS II welcome page, and the main DMS page, are links to a "Customer Suggestion Form".

While suggestions that are entered by the users are automatically emailed to all NODIS administrators listed in the .forward file on the NODIS box, they are also logged into the database and assigned an ID number.

From this form, any and all suggestions can be recalled for review at any time by doing a search on any field present in the form.

After the desired field(s) are populated and the **Submit** button is pushed, a "Fill Form" appears containing all the relevant suggestions. Once a suggestion is retrieved, it can be updated with information regarding the action taken about the suggestion. The suggestion can also be previewed for printing to a local printer, or deleted.

Below is a capture of the Customer Suggestion Form.

Federal Register Notices:

Federal Register Notices are announcements made to the public by the Federal Government. These announcements may contain information regarding important meetings, inventions, or environmental impact assessments. When NASA submits a Federal Register Notice, it does so through Code JM. There, the Federal Registry Liaison Officer tracks them and delivers the official notice to the Office of Federal Registry.

A special add-on feature of NODIS II allows the Federal Registry Liaison Officer to track notices that have been sent to the registry from NASA. NODIS II does not archive the entire notice. It simply assigns a tracking number that is then sent with the notice to the Federal Registry.

Create/Update Federal Register Notices

Federal Register Notices Form 🔲

| Submit (After Completing Form) | Clear (Start Over) | 🔲 |

Choose An Operation and Fill in the Appropriate Column Values Below. 🔲

Create a New Notice with System Generated Notice Number ▼

Notice Number (System Generated): [   ]
Document Name:

[   ]

Responsible Office: [   ]
Responsible Analyst: [   ]
Date Recieved: [   ]
Date Sent to the Register: [   ]
Projected Publication Date: [   ]
Actual Publication Date: [   ]

Comments:

[   ]

| Submit (After Completing Form) | Clear (Start Over) |

Choose an Operation and Fill in the Appropriate Column Values Below.

Create a New Notice with system generated Notice Number
This allows you to store the data that is currently in the form. To insert the record after completing the form, click the **Submit** button.

Search for Value 1 and Value 2 and ...
Enter the values for the search. They must both exist to find a match. After completing the form, click the **Submit** button to perform the search. The system will return a list of directives. Choose one. Once you do this, the data entry items will automatically be filled in. Make changes to any of these items. After completing the form, Save the changes by selecting **Update Form** and then click the **Submit** button.

Retrieve a Notice - After filling in Notice Number
Enter information into the appropriate field. After completing the form, click the **Submit** button to perform the search. The system will return a list of directives. Choose one. The data entry items will automatically be filled in and changes can be made to any of these items. After completing the form save the changes by selecting **Update Form** and then click the **Submit** button.

Print a Preview Form
This allows you to send the displayed output of the form to a local printer. To finalize the print preview, click the **Submit** button after completing the form.

Notice Number
Refers to the directive number, which uniquely identifies the directive. The system will generate the number once the notice is submitted.

Document Name
Refers to the title of the notice.

Responsible Office
Refers to the Responsible Office.

Responsible Analyst
Refers to the Responsible Analyst which, in most cases, is the Federal Registry Liaison Officer (Certifying Official).

Date Received
Refers to the date the notice was received by the Federal Registry Liaison Officer.

Date sent to the Register
Refers to the Date Sent to the Registry by the Federal Registry Liaison Officer.

Projected Publication Date
Refers to the Projected Publication Date (usually four business days following delivery to the Federal Registry.

Actual Publication Date
Refers to the date the notice was actually published.

Comments
Refers to the Comments.

Remove Federal Register Notices

The "Federal Register Notices Removal Form" is virtually identical to the "Federal Register Notices Form" (above). The only difference is that pressing the **Submit** button causes the notice to be deleted from the database.

Current procedures state that the notices be archived for one year.

Perform Maintenance Operations on Database Records

This set of features allows the NODIS II Administrator more flexibility with respect to database records.

The functions provided by each selection are self evident. The only exception is for "Directive Check" which is described following the capture of the "Perform Record Maintenance" menu capture.

Perform Record Maintenance

Pick a menu option:

- Directive Check
- Remove a Division Director's 184 Approval
- Remove a Reviewing Office's Concurrence
- Remove a Sponsoring OIC's 184 or 117 Approval
- Delete a Draft Package

Directive Check

The purpose of "Directive Check" is to allow for instances where the Originator forgets the password that he or she used to submit the directive.

The NODIS Administrator can recall the directive from this search form and the Originators "Key" will then be displayed. This is the password that the Originator used to submit the directive (*see **Chapter II. Initiation***).

```
Directive Check

[Submit]  [Reset]

Choose An Operation and Fill in the Appropriate Column Values Below.

[Search for Value 1 and Value 2 and ...        ▼]

1. DIRECTIVE NUMBER:
  Center          Type           Class  Serial   Suffix
[Agencywide ▼] [Policy Directive ▼] [    ]  [    ]  [        ]

2. DIRECTIVE SUBJECT:
[                                          ]
3. DIRECTIVE ORIGINATOR:
[                                   ]
4. RESPONSIBLE OFFICE CODE:
[        ]
5a. TELEPHONE NO.:
[            ]
5b. EMAIL ADDRESS:
[                           ]
6. KEY:
[                   ]
```

View Directives:

View Directives (including Published Directives no longer available to Public)

This feature is provided for NODIS administrators to have easy access to all directives currently in the system (signed or not). The process for recalling a directive is virtually the same as described in the "Build Directive" section under *Chapter II. Initiation*. The only difference is that the directive ***cannot*** be changed or updated in any way from these forms.

Specialized Reports:

Directives Status Reports

NODIS II has several report features that allow the user to get a quick view of all the directives currently in the system. These reports do not display the entire directive contents. They do, however, provide a general synopsis of the directive by including the directive number, title, responsible office code, and both the effective and the expiration date.

Some of the reports require user input to constrain the results by a certain code, type, or expiration date.

To see the entire contents of the directive, the user must evoke the "View Directives" link as described above.

NODIS Directives Status Reports Menu

Current Directives:

- **List of Current Directives**
- **Directives by Type and/or Directive Number**
- **Directives by Responsible Office**
- **Expiring Directives**

Draft Directives:

- **Proposed Summary Of Actions**
- **Final Summary Of Actions**
- **Status of Open Directives**

Cancelled Directives

VII. NODIS II LIBRARY

The purpose of the NODIS Directives Library is to provide quick access to all of NASA's Policy Directives (NPD's) {i.e., formerly NASA Management Instructions (NMI's)}, NASA's Procedures & Guidelines (NPG's) {i.e. formerly NASA Handbooks (NHB's)} and NASA's Policy Charters (NPC's.). This information is available to a world-wide audience and, unlike the DMSs, is *not* restricted to the NASA Internet Domain

Pick a menu option:

🔴 Overview

Directives Library:

🔴 NASA Strategic Plan, NPD 1000.1
🔴 NASA Strategic Management Handbook, NPG 1000.2
🔴 Agencywide, ARC, HQ, JSC, and LaRC
🔴 Code of Federal Regulations
🔴 Executive Orders Last Updated: 04/30/97

List of Current Directives:

(Only Report Listings, No Text)

🔴 NMIs, NPDs, NHBs, & NPGs (in MS Word format)

Status of Documents:

(Only Report Listings, No Text)

🔴 What's Signed/Approved (In Microsoft Word Format)
🔴 What's Been Cancelled (Cancellation Notice # 138)

    ⚫ [Cancelled NMI's to CFR's Conversion Table](#)
    ⚫ [Directives Status Reports Menu](#)

The NODIS Library was designed for "ease-of-use" by the global Internet community. Each link from this main page is self-explanatory. Whereas, the link either navigates the user to specific directive information, produces a standard report, initiates the download of an MS Word document, or links

VIII. APPENDICES

1.   APPENDIX A contains a List of ACRONYMS and ABBREVIATIONS.
2.   APPENDIX B contains a List of GLOSSARY OF TERMS.
3.   APPENDIX C contains a List of APPLICABLE DOCUMENTS.

APPENDIX A: Acronyms & Abbreviations

CCR	Change Control Request
DR	Discrepancy Report
FTP	File Transfer Protocol
GSFC	NASA Goddard Space Flight Center
HQ	NASA Headquarters
HTML	Hypertext Markup Language
IR&MS	Information Resources and Management Support
NASA	National Aeronautics and Space Administration
NHBs	NASA Handbooks
NMIs	NASA Management Instructions
NODIS	NASA Online Directives Information System
NPCs	NASA Policy Charter Directives
NPDs	NASA Policy Document Directives
NPGs	NASA Procedure and Guideline Directives
PCNODIS	Personal Computing NODIS
PMP	Project Management Plan
RND	Reengineering NASA Directives
RS	Requirements Specification
TPP	Test Plan and Procedures
TRPP	Training Plan and Procedures
UOG	User and Operations Guide
VDD	Version Description Document

APPENDIX B: Glossary Of Terms

Change Control Request
A control mechanism used for tracking errors within an application which must go through approval in a forum such as the Change Control Board.

Directives
NASA Management Instructions for situation base decisions.

Discrepancy Report
A report of a discrepancy wherein a baseline product does not properly reflect or operate in accordance with its specifications.

NODIS II
An online system which replaces two legacy applications, the Personal Computing NODIS (**PCNODIS**) and the mainframe NODIS.

APPENDIX C: Applicable Documents

NODIS II Design Specification Document *
NODIS II Project Management Plan (**PMP**)
NODIS II Quick Reference Guide *
NODIS II Requirements Specification (**RS**)
NODIS II Test Plan and Procedures (**TPP**) *
NODIS II Training Plan and Procedures (**TRPP**) *
NODIS II User and Operations Guide (**UOG**) *
NODIS II Version Description Document (**VDD**) *

*NOTE: These documents are available online at:

http://nodis/Library/Documentation/documents.html

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